



REPLY TO
ATTENTION OF

WASHINGTON ARMY NATIONAL GUARD
ARMY ELEMENT, JOINT FORCE HEADQUARTERS
CAMP MURRAY, TACOMA, WA 98430-5000

NGWA-PER

13 June 2013

MEMORANDUM FOR MILPOs of Region VI

SUBJECT: Region VI Automations Training hosted by Washington Army National Guard

1. **GENERAL.** WAARNG will host an Automations Training Course for states belonging to Region VI of the MILPAC. The workshop will bring together SME's from the G1/J1 personnel community for a five day period to train state personnel on the automated systems used by the Human Resources community. Based on the overwhelming need for all States and Territories to receive this critical knowledge, Region VI is extending the invite nationally. The training will take place from 26-30 August 2013 at the WAARNG Regional Training Institute (RTI) located on Camp Murray, Washington.

2. **PURPOSE.** The workshop will focus on hands-on instructional training and assistance and include professional development. The training includes updates on the status, policies, configurations, changes, and more of automation systems used by the personnel community including: SIDPERS, IPPS-A, iPERMS, RCAS, RCMS, SIBx, iPERMS Integrator, Etrams Manager, etc.

3. **PARTICIPANTS.** Attendees are focused at the MILPO (State level) who use the above mentioned systems. It is also encouraged for DPI participation as it relates to system management of SIDPERS. States are limited to three or four participants each. Please use the enclosed roster to send the list of participants to your Regional MSTAC Chairs.

4. **ATRRS.** The training is an official ATRRS sanctioned course and participants will receive a 40 hour course certificate. Participants must be entered into ATRRS using the following information: FY 2013, course 964-ARNG-MSTAC.

5. **HOTEL REGISTRATION.** Three hotels located in Dupont, located five miles south of Camp Murray, have agreed to block off rooms for the workshop. Registration must be complete before 1 Aug 13. There are eating establishments close to each hotel.

a. **Guesthouse Inn.** Register by phone at 253-912-8900 or at the following link www.guesthouseintl.com. Use group code NGCM. Rooms are available at the government rate of \$95 plus tax. Amenities include free Wi-Fi and continental breakfast.

b. **Hampton Inn.** Register by phone at 253-912-4444 or at the following link <http://hamptoninn3.hilton.com>. Use group code NATLG. Rooms are available at the military rate of \$105 plus tax. Amenities include free Wi-Fi and continental breakfast.

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c. **Liberty Inn.** Register by phone at 253-912-8777 or at the following link <http://libertyinn.com>. Use group code NATLG. Rooms are available at the government rate of \$105 plus tax. Amenities include free Wi-Fi and continental breakfast.

6. **TRAVEL CONSIDERATIONS.** The designated travel dates for this course will be Sunday, 25 Aug and Friday, 30 Aug. The workshop consists of four training days. The course will convene at 0800 on Monday, 26 Aug and is scheduled to be finished NLT 1700 on Thursday, 29 Aug. Funding must be requested through your State/Command.

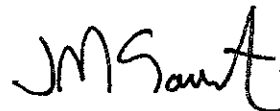
7. **TECHNOLOGY.** Military laptops are required for the data mining and error resolution. They will need to utilize their state's Virtual Private Network (VPN) to access systems such as SIDPERS. No IT support will be provided for out-of-state personnel. Please come prepared with your state's help desk number.

8. **SOCIAL.** A social event will be held Monday evening from 1800-2000 at American Lake Pavilion on North Fort Lewis. Dress is casual. More information TBP at course sign-in on Monday.

9. **ADDITIONAL INFORMATION.** Camp Murray is located adjacent to Joint Base Lewis-McChord (JBLM), WA and is approximately a 45 minute drive south of Seattle-Tacoma (SeaTac) International Airport. The average high and low temperatures for the month of August in the Camp Murray/JBLM area are 84° F (high) and 53° F (low). Rain is not common this time of year. Please see the bucket list for driving directions and local tourist information.

10. **POINTS OF CONTACT.** We welcome you to the Pacific Northwest and the great state of Washington and look forward to meeting you. If you have any questions please do not hesitate to contact either CPT Vanzego at (253) 512-7975 and/or jennifer.vanzego@ng.army.mil or CW3 Reaves at kenneth.e.reaves.mil@mail.mil.

- 2 Encls
- 1. Draft Agenda
- 2. Bucket List



JEFFREY M. SABATINE
COL, FA, WAARNG
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